

MCCCD Educational Mission Exception - (MCCCD Administrative Regulation 1.5 *Use of College Facilities*)

MCCCD must charge fair-market rent, for the use of its facilities for non-MCCCD activities. The waiver or reduction of fees for such use is dependent upon the following criteria: The activity relates directly to MCCCD's educational mission of higher education, the activity isn't political, and the value MCCCD receives from the activity is substantially equal to the amount of rent MCCCD is foregoing. It is the nature of the activity, and not the nature of the outside party using the facility, that determines the benefit to MCCCD.

The determination of whether a situation under this exception meets all three criteria requires a careful analysis of the linkage between MCCCD's specific educational mission and MCCCD's receipt of a tangible and auditable benefit to that mission from the outside party's use of MCCCD facilities. Visit [Maricopa Mission, Vision & Values](#) for details.

- Certificate of Insurance required
- Facility Use Agreement must be signed indicating details of facilities use

Event Name: _____ Expected Head Count: _____

External Organization Name: _____ Requestor: _____

Event Start Date: _____ Time: _____ Event End Date: _____ Time: _____

Additional Dates/Times: _____

Space(s) Requested: _____

Provide a detailed event description, and specify how the activity meets the above criteria (additional information may be attached).

PC Administration Use Only

Standard rental fees: Facilities \$ _____ Personnel/Equipment \$ _____

President's (or above) approval to:

- Reduce facility rental fees by _____ % to \$ _____
- Waive facility fees only. Personnel and/or equipment fees will be billed to external organization.
- Waive all fees.
- Request denied. Activity does not meet the MCCCD educational mission criteria.

Comments: _____

College President, or her official designee

Date